PARS COMMUNITY

General Data Protection Regulation Policy

This policy will be reviewed on an ongoing basis, at least once a year. Iranian Liverpool Community will amend this policy, following consultation, where appropriate.

Date of last review: 07/02/2022
01/05/2023
01/05/2024

Next review by : 20/05/2025

Next review by: 15/05/2026

Reviewed by Management Committee 30/10/2026

Next review due 01/05/2027

David Golabli:

Adel Teimori :

Hamid Reza Khoobyari: hamid

Contents

1 Introduction. 3
2 GDPR applies to: 3
Personal data 3
Automated Personal Data and Filing Systems 3
Sensitive personal data 3
Awareness 3
Accountability 3
Information we hold 4
Data Protection by Design and Data Protection Impact Assessments 4
3 Data Processor 4
4 Consent 5
Definition 5
Giving Consent 5
5 Other Legitimate Interests 6
6 Communicating privacy information 6
7 Annexes 7
7.1 Annex A. 8
7.2 Annex B 8
8 Website Statement. 11
9 Iranian Liverpool Community's Privacy Statement. 12
10 Consent 13

1 INTRODUCTION.

This document highlights the key themes of the General Data Protection Regulation (GDPR) to help us understand the new legal framework in the EU. It explains the similarities with the existing UK Data Protection Act 1998 (DPA), and describes some of the new and different requirements. It is aimed at those who have day-to-day responsibility for data protection. The GDPR applied in the UK from 25 May 2018.

Application. The GDPR applies to 'controllers' and 'processors' who have new obligations under the GDPR. The definitions are broadly the same as under the DPA and we can assume that we will be subject to the GDPR. Iranian Liverpool Community will have significantly more legal liability if we are responsible for a breach. The GDPR applies to processing carried out by organisations operating within the EU. It also applies to organisations outside the EU that offer goods or services to individuals in the EU.

2 GDPR APPLIES TO:

PERSONAL DATA. Like DPA, GDPR applies to 'personal data'. However, the GDPR's definition is more detailed and makes it clear that information such as an online identifier – e.g. an IP address – can be personal data. keeping HR records, customer lists, or contact details etc, the change to the definition should make little practical difference.

AUTOMATED PERSONAL DATA AND FILING SYSTEMS. GDPR applies to both automated personal data and to manual filing systems where personal data are accessible according to specific criteria.

SENSITIVE PERSONAL DATA. GDPR refers to sensitive personal data as "special categories of personal data" (see Article 9). These categories are broadly the same as those in the DPA, but there are some minor changes. Personal data relating to criminal convictions and offences are not included, but similar extra safeguards apply to its processing (see Article 10).

AWARENESS. The decision makers and key people in our charity were made aware that the law is changing to the GDPR, in a briefing, and appreciate the impact this is likely to have. Iranian Liverpool Community has looked at areas that could cause compliance problems identified under GDPR and has not discovered any issues. If issues arise in the future, they will be recorded on the risk register, where there is a place holder. Iranian Liverpool Community is raising awareness, across the organisation of the changes that are coming.

ACCOUNTABILITY. Iranian Liverpool Community has set comprehensive but proportionate governance measures, management support and direction for data protection compliance in a framework of policies and procedures. Our charity monitors compliance with data protection policies and regularly reviews the effectiveness of data handling / processing activities and security controls. Our charity has developed and implemented a needs-based data protection training programme for all staff. Appropriate technical and organisational measures that ensure and demonstrate that we comply are in place: data protection

policies, staff training and internal audits of processing activities and reviews of internal HR policies.

INFORMATION WE HOLD. Our charity has documented what personal data we hold, where that data came from and who it is shared with. We will never share any personal data with any third parties other than government officials (e.g. HMRC, Police)

DATA PROTECTION BY DESIGN AND DATA PROTECTION IMPACT ASSESSMENTS. Our charity has implemented appropriate technical and organisational measures which show we have considered and integrated data protection into your processing activities.

3 Data Processor

As much of the processing is wholly or partly performed by a data processor: that processor will always assist in carrying out the DPIA. It may also be appropriate to seek the views of data subjects in certain circumstances.

Data Protection Officers. Iranian Liverpool Community has designated responsibility for data protection compliance to a suitable individual within the organisation. The **Chief Operating Officer ("COO")**, who is also the chairperson and one of the charity trustees/directors, **Mr David Golabli**. has been appointed as **Data Protection Officer ("DPO")**. It should be noted that Iranian Liverpool Community does not carry out large scale monitoring of individuals or large-scale processing of special categories of data or data relating to criminal convictions and offences.

Lawful basis for processing personal data. Our charity has reviewed the various types of processing we carry out. We have identified our lawful basis for your processing activities and documented this, and:

Iranian Liverpool Community has explained our lawful basis for processing personal data in our privacy notice(s). In a data sharing context, our privacy notice tells the individual:

- Who we are?
- Why we are going to share personal data.
- Who we are going to share it with?
- We provide a privacy notice when we first collect a person's personal data.
- If we have already collected their personal data, then we provide them with the information above as soon as we decide that we are going to share their data or as soon as possible afterwards.

Article 6(1) of the GDPR sets out the conditions the must be met for the processing of personal data to be lawful. The conditions, which Iranian Liverpool Community adheres to, are:

- The data subject has given consent to the processing of their personal data for one or more specific purposes.
- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

- Processing is necessary for compliance with a legal obligation to which the controller is subject.
- Processing is necessary in order to protect the vital interests of the data subject;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- Processing is necessary for the purposes of the legitimate interests pursued by a controller, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child. This shall not apply to processing carried out by public authorities in the performance of their tasks. These conditions are all equally valid and Iranian Liverpool Community Assesses which of these grounds are most appropriate for different processing activities and then fulfil any further requirements the GDPR sets out for these conditions (GDPR Article 5). Processing activities that fall under performance of a contract, legal obligation, vital interests and public task may be fairly straight-forward to identify. The key is assessing whether Consent or Legitimate Interests will be most appropriate for specific processing of personal information

4 CONSENT

As a legal ground for processing personal data.

DEFINITION. GDPR defines Consent in Article 4(11) as: 'consent' of the data subject means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her. It should be noted that our charity does not offer services directly to children.

GIVING CONSENT. Our charity has reviewed how we seek, record and manage consent. and the systems currently used to record consent and implemented appropriate mechanisms in order to ensure an effective audit trail. Consent requires a positive opt-in and should be given by a clear affirmative act establishing a freely given, specific, informed and unambiguous indication of the data subject's agreement to the processing of personal data relating to him or her, such as by a written statement, including by electronic means, or an oral statement. This could include ticking a box when visiting the website, choosing technical settings for information society services or another statement or conduct which clearly indicates in this context the data subject's acceptance of the proposed processing of his or her personal data. Silence, pre-ticked boxes or inactivity should not therefore constitute consent. Consent should cover all processing activities carried out for the same purpose or purposes. When the processing has multiple purposes, consent should be given for all of them. If the data subject's consent is to be given following a request by electronic means, the request must be clear, concise and not unnecessarily disruptive to the use of the service for which it is provided. It should be noted that Iranian Liverpool Community: **Does not use pre-ticked boxes or any other method of consent by default.**

Requires consent to be named, i.e. third parties with whom the data may be shared will, with the exception of: nominated welfare referees (given by the beneficiary), other service charities (given by the beneficiary) donors who have been specified, IT support (if requested) and travel agents dealing with transport (requested) , will where possible be specifically named. Simply providing categories of third parties will not be acceptable. Aims to ensure consent is granular, i.e. separate consent is obtained for independent processing operations. Ensures consent isn't a pre-condition to receive our services but for website registration agreement with our data protection policy is required. It does not bundle it in with Terms & Conditions. Ensures consent is only be relied upon if; there is no other lawful basis for processing; we can give individuals a genuine choice or when we are required to have consent i.e.: for electronic marketing.

5 OTHER LEGITIMATE INTERESTS

There are other legitimate interests as a legal ground for processing personal information. The Information Commissioner's Office ("ICO") has set up a Working Party, to produce guidance for commercial and not-for-profit organisations on the use of Legitimate Interests under the General Data Protection Regulation ("GDPR"). The ICO's draft guidance on Consent states: 'consent is one lawful basis for processing, but there are five others. Consent won't always be the easiest or most appropriate'. When considering whether you can rely on Legitimate Interests, Iranian Liverpool Community uses four key factors:

It will be necessary to demonstrate that Iranian Liverpool Community has balanced its interests with the interests and rights of the individuals affected by your proposed processing activity.

The assessment, which may be a simple process or very detailed in more complex scenarios, will be documented as it may be challenged by individuals or the Regulator.

Iranian Liverpool Community will inform individuals that we are processing their personal information under this condition (i.e. via our Privacy Policy). Iranian Liverpool Community will need to be able to uphold the individual's right to object to such processing.

Recital 47 of the GDPR broadly describes areas where Legitimate Interest might be relied upon, for example when the processing is strictly necessary for the purposes of preventing fraud or ensuring network security, where there is a 'reasonable expectation' or a 'relevant and appropriate relationship'. Recital 47 also specifically mentions; 'the processing of personal data for direct marketing purposes may be regarded as carried out for a legitimate purpose'.

6 COMMUNICATING PRIVACY INFORMATION

Our charity has reviewed our current privacy notices and has a plan in place to make any necessary changes in time for GDPR implementation, including the need to explain the legal basis for holding information.

Individuals' rights. Our charity has checked your procedures to ensure that you can deliver the rights of individuals under the GDPR.

Subject access. Our charity has reviewed our procedures and has plans in place for how we will handle requests from individuals for access to their personal data within the new timescales outlined in the GDPR.

Breach notification. Iranian Liverpool Community has implemented appropriate procedures to ensure personal data breaches are detected, reported and investigated effectively. Our charity has mechanisms in place to assess and then report relevant breaches to the ICO where the individual is likely to suffer some form of damage e.g. through identity theft or confidentiality breach. This includes a mechanism to notify affected individuals where the breach is likely to result in a high risk to their rights and freedoms.

Transfer of data. Our charity operates in more than one EU member state but the UK ICO is the lead supervisory authority.

7 ANNEXES

- Process for Data Protection Impact Assessments.
- Data protection, privacy and communications policy

7.1 ANNEX A.

Process for Data Protection Impact Assessments.

Our charity understands when we must conduct a data protection impact assessment (DPIA): a tool which can help identify the most effective way to comply with our data protection obligations and meet individuals' expectations of privacy. An effective DPIA allows us to identify and fix problems at an early stage, reducing the associated costs and damage to reputation which might otherwise occur. We have carried out an initial DPIA and because the type of processing we do is not likely to result in a high risk to the rights and freedoms of individuals, we do not currently believe we have a problem. We will, however, undertake a DPIA in cases where it is unclear whether doing so is required. It will contain the following information:

- A description of the processing operations and the purposes including, where applicable, the legitimate interests pursued by the controller.
- An assessment of the necessity and proportionality of the processing in relation to the purpose.
- An assessment of the risks to individuals. The measures in place to address risk, including security and to demonstrate that you comply.

A DPIA can address multiple processing operations that are similar in terms of the risks presented, providing adequate consideration is given to the specific nature, scope, context and purposes of the processing. If the processing is wholly or partly performed by a data processor, then that processor will assist in carrying out the DPIA. It may also be appropriate to seek the views of data subjects in certain circumstances.

7.2 ANNEX B

Data protection, privacy and communications policy.

Introduction. The Charity holds personal data about job applicants, employees, beneficiaries, partners, donors and other individuals for a variety of purposes connected with the Charity's work. This policy sets out how the Charity seeks to protect personal data and ensure staff understand the rules governing their use of personal data to which they have access in the course of their work. In particular, this policy requires staff to ensure that the COO should be consulted before any significant new data processing activity is initiated to ensure that relevant compliance steps are addressed.

Scope. This policy applies to all staff, which for these purposes includes employees, temporary and agency workers, other contractors, interns and volunteers. All staff must be familiar with this policy and comply with its terms. The Charity may supplement or amend this policy by additional policies and guidelines from time to time. Any new or modified policy will be circulated to staff before being adopted.

Definitions. In this policy:

Business purposes means the purposes for which personal data may be used by the Charity, e.g. personnel, administrative, financial, regulatory, payroll and fund-raising purposes;

Personal Data means information relating to identifiable individuals, such as job applicants, current and former employees, agency, contract and other staff, interns, volunteers, beneficiaries, partners and donors. This includes expression of opinion about the individual and any indication of someone else's intentions towards the individual.

Sensitive Personal Data. Means personal data about an individual's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership (or non-membership), physical or mental health or condition, sexual life, criminal offences, or related proceedings. Any use of sensitive personal data must be strictly controlled in accordance with this policy

Processing Data. Means obtaining, recording, holding or doing anything with it, such as organising, using, altering, retrieving, disclosing or deleting it

General principles. The Charity's policy is to process personal data in accordance with the applicable data protection laws and rights of individuals as set out below. All employees have personal responsibility for the practical application of the Charity's data protection policy. The Charity will observe the following principles in respect of the processing of personal data:

- to process personal data fairly and lawfully in line with individuals' rights;
- to make sure that any personal data processed for a specific purpose are adequate, relevant and not excessive for that purpose;
- to keep personal data accurate and up to date;
- to keep personal data for no longer than is necessary;
- to keep personal data secure against loss or misuse;
- not to transfer personal data outside the EEA (which includes the EU countries, Norway, Iceland and Liechtenstein) without adequate protection.
- Fair and lawful processing. Staff should generally not process personal data unless:
- the individual whose details are being processing has consented to this;
- the processing is necessary to perform the Charity's legal obligations or exercise legal rights;
- the processing is otherwise in the Charity's legitimate interests and does not unduly prejudice the individual's privacy;

Gathering Data. When gathering personal data or establishing new data protection activities, staff should ensure that individuals whose data is being processed receive appropriate data protection notices to inform them how the data will be used. There are limited exceptions to this notice requirement. In any case of uncertainty as to whether a notification should be given, staff should contact the COO.

Sensitive Data. It will normally be necessary to have an individual's explicit consent to process 'sensitive personal data', unless exceptional circumstances apply or the processing is necessary to comply with a legal requirement. The consent should be informed, which means it needs to identify the relevant data, why it is being processed and to whom it will be disclosed. Staff should contact the COO for more information on obtaining consent to process sensitive personal data.

Accuracy, adequacy, relevance and proportionality. Staff should make sure data processed by them is accurate, adequate, relevant and proportionate for the purpose for which it was obtained. Personal data obtained for one purpose should generally not be used for unconnected purposes unless the individual has agreed to this or would otherwise reasonably expect the data to be used in this way.

Individuals may ask the Charity to correct personal data relating to them which they consider to be inaccurate. If a member of staff receives such a request and does not agree that the personal data held is inaccurate, they should nevertheless record the fact that it is disputed and inform the COO.

Staff must ensure that personal data held by the Charity relating to them is accurate and updated as required. If personal details or circumstances change, staff should inform the Charity so the Charity's records can be updated.

Security. Staff must keep personal data secure against loss or misuse. Where the Charity uses external organisations to process personal data on its behalf additional security arrangements need to be implemented in contracts with those organisations to safeguard the security of personal data. Staff should consult the COO to discuss the necessary steps to ensure compliance when setting up any new agreement or altering any existing agreement.

Data retention. Personal data should not be retained for any longer than necessary. The length of time over which data should be retained will depend upon the circumstances including the reasons why the personal data were obtained.

Rights of individuals. Individuals are entitled (subject to certain exceptions) to request access to information held about them. All such requests should be referred immediately to the COO. This is particularly important because the Charity must respond to a valid request within the legally prescribed time limits.

Reporting breaches. Staff have an obligation to report actual or potential data protection compliance failures to the COO. This allows the Charity to:

- Investigate the failure and take remedial steps if necessary.
- Make any applicable notifications.

Consequences of failing to comply. The Charity takes compliance with this policy very seriously. Failure to comply puts both staff and the Charity at risk. The importance of this policy means that failure to comply with any requirement may lead to disciplinary action, which may result in dismissal.

Non-adherence

Breaches of this policy will be dealt with under the Grievance and/or Disciplinary procedures as appropriate.

Legislative Framework

The Organisation will monitor this policy to ensure it meets statutory and legal requirements including the Data Protection Act, Children's Act, Rehabilitation of Offenders Act and Prevention of Terrorism Act. Training on the policy will include these aspects.

Ensuring the Effectiveness of the Policy

All Executive Committee members will receive a copy of the confidentiality policy. Existing and new workers will be introduced to the confidentiality policy via induction and training. The policy will be reviewed annually and amendments will be proposed and agreed by the Executive Committee.

8 WEBSITE STATEMENT.

Iranian Liverpool Community is committed to protecting individuals' privacy. This policy describes how Iranian Liverpool Community collects and uses personal information about people who visit our websites and give us their data over the phone, face to face, and in writing. The terms of this policy may change, so please check it from time to time. If you have any queries about this policy please contact:

Iranian Liverpool Community, 151 Dale Street, LCVS Building, Liverpool, L2 2AH or mail to iranianliverpool1@gmail.com

How do we collect information? We may collect personal information from a variety of sources, including from individuals, their organisation or their partners. We may collect personal information when individuals register with us as a user of the portal, complete a beneficiary or donor application or report, participate in our events or when individuals communicate with us by e-mail, telephone or in writing.

What information do we collect? In general, the personal information we collect includes (but is not limited to): name, contact details (including phone numbers and electronic and postal addresses), and organisational and employment details where an individual is a member of staff or trustee or otherwise linked to an organisation. We also collect information that is not personal information. For example, we may collect information relating to an individual's deployments, passport details, next of Kin. We generally use this information in order to be able to contact individuals and to analyse trends across the programme; to report statistics and data; who is involved and how. We also use this information to support us to deliver the programme, diagnose problems; target and improve the quality of the programme for the areas and residents it aims to support.

How do we use this information? We will use an individual's personal information for:

- Dealing with enquiries and requests;
- Checking the eligibility of beneficiaries;
- Checking the credentials of donors;
- Providing information about products and services;

- For administrative purposes;

9 Iranian Liverpool Community's Privacy Statement.

The Data Protection Act 1998 and GDPR provide the legal framework that defines how personal information can be used. Iranian Liverpool Community is fully committed to complying with the Data Protection Act 1998 and has a legal duty to protect any information we collect. Personal information is only used for the purpose for which we collect it. Only information that we actually need is collected. Relevant Personal information is only seen by those who need it to do their jobs, for example passport details to travel agents, special requirements, to accommodation donors.

We will not pass an individual's personal information on to any other organisation without the individual's consent unless we are required to do so by law. Personal information is retained only for as long as it is required for the purpose collected. We will, where necessary, keep individuals' personal information up to date. Personal information will be protected from unauthorized or accidental disclosure. We will provide individuals with a copy of their personal information on request. Inaccurate or misleading data will be corrected as soon as possible.

These principles apply whether we hold individuals' personal information on paper or in electronic form.

Access Rights and Requests. The data subject has the right to see what personal data we hold about them. Subject access requests must be submitted in writing. Should the data subject wish to obtain a copy of the personal information we hold about them, a request should be submitted to: Iranian Liverpool Community, 151 Dale Street, LCVS Building, Liverpool, L2 2AH or mail to iranianliverpool1@gmail.com

How do we protect personal information? Other than in relation to Non-Confidential Information, we will take all reasonable steps to protect the personal information that we hold from misuse, loss, or unauthorised access, including by means of firewalls, password access, secure servers and encryption of financial transactions. We take appropriate measures to ensure that the personal information disclosed to us is kept secure, accurate, and up to date. We will ensure that individuals'' personal information is kept only for so long as is necessary for the purposes for which it was collected and is securely destroyed in accordance with our data retention and disposal policy.

Will we disclose the information we collect to outside parties? We will only disclose data when obliged to disclose personal data by law, or the disclosure is 'necessary' for purposes of national security, taxation and criminal investigation, or we have the individual's consent, and to the following:

Other entities that Iranian Liverpool Community works with including our donors, other service charities and sponsors where specific information is required and it is in the interest of the beneficiary to do so.

Suppliers we engage to process data on our behalf. In such cases information is only shared for the purpose of providing services on our behalf relating to communications, or agreements between the individual and Iranian Liverpool Community. Such processing is conducted under relevant Data Processing Agreements.

We will not sell any information relating to individuals' web browsing activity.

Trademarks and copyright. Iranian Liverpool Community's website contains material which is protected by copyright and/or other intellectual property rights. All copyright and intellectual property rights including the names, images and logos are owned by Iranian Liverpool Community unless otherwise stated. All rights are reserved. Users are responsible for complying with all applicable copyright laws. We permit individuals to make copies of information on our website as necessary incidental acts during their viewing and a printed copy may be taken for personal use of so much of the site as is reasonable for private purposes. All other uses are prohibited. Nothing in these terms shall be construed as conferring any right to use any trademark logo patent right or copyright of Iranian Liverpool Community.

10 CONSENT

By providing us with personal information, users confirm that consent is given and or has been obtained for the collection and use of this in accordance with the purposes described in this policy.

Changes

If the personal details provided change, please help us keep the information provided to us up to date by notifying iranianliverpool1@gmail.com

Data Protection Regulator

Further information and advice about data protection is available from: The Office of the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: +44 (0) 01625 545 745. Website: www.ico.org.uk

End of policy